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**Learning and Development**

# Title: Care Certificate Portfolio Building

**Audience:** Internal and external Adult Carers working towards the Skills for Care - Care Certificate Standards

**Date: Time:**

Course 1 30th May 2023 9.30am - 12.00pm

Course 2 11th August 2023 9.30am - 12.00pm

Course 3 10th November 2023 9.30am - 12.00pm

Course 4 6th March 2024 9.30am – 12.00pm

 ***You only need to attend one session***

**Venue:** Castle Hill Centre, Castleton St, Bolton BL2 2JW

**Objectives:** By the end of this session you will be able to:

* Be aware of how to build a portfolio of evidence
* Know the importance of following policies and procedures, care plans and risk assessments including the Code of Conduct for Health Care and Adult Social Care workers
* Explain the implications of ‘duty of care’ in health and social care

**Presenter:**  Janet Birchall, Olga Baba & Priya Narsai- Punam

**Price Internal Staff:**  No Charge

**Price External Staff:** £ 30.00 inc.VAT

**Booking Info:** For the Bolton Council staff, please book your place via Oracle self-service. All other delegates, please use this link to complete a [nomination form.](https://forms.office.com/r/ciMc6PLBYj) Alternatively scan the QR code below

If you have mobility issues, please inform us via Learninganddevelopment@bolton.gov.uk

**Cancellation:** To cancel your place, please notify the team by email learninganddevelopment@bolton.gov.uk

**External Staff** You must cancel your place at least 2 weeks prior to the course date, otherwise the following charges will apply

 2 weeks or more – No Charge 1-2 weeks prior - £25.00

The week of the training course Full Cost Non-attendance Full Cost

**IMPORTANT** -If your course is free of charge and you cancel within 2 weeks or do not attend, you will be charged £25.00

